

**STATE ASSESSORS BOARD
POLICIES/PROCEDURES**

Late Renewal Session Completions

Adopted: February 22, 2008

Effective: February 22, 2008

Purpose: Assessment administration certification renewal program periods (i.e., continuing education program periods) run from October 1 through the following September 30 (i.e., the regular annual renewal program period). To renew an assessment administration certification, assessing officers are responsible for completing certain continuing education program requirements as determined by the State Assessors Board within this time frame and then applying for certification renewal by December 31 following the end of the regular annual renewal program period. The purpose of this policy/procedure is to provide a standard treatment for assessing officers who do not meet the necessary continuing education requirements before the end of the regular annual renewal program period and who wish to renew their assessment administration certification for the subsequent calendar year.

Policy/Procedure: In situations where an assessing officer did not complete the renewal requirements during the regular annual renewal program period, that assessing officer may complete the renewal requirements through a mail-in or Internet version of the renewal program by March 1 following the end of the regular annual renewal program period. It is intended that assessing officers complete renewal requirements during the regular annual renewal program period. To discourage assessing officers from delaying and completing renewal requirements after the end of the regular annual renewal program period, an assessing officer who completes renewal requirements after the regular annual renewal program period and by March 1 following the end of the regular annual renewal program period shall be required to pay a penalty equal to twice the standard annual renewal fee for the level of the assessing officer involved in addition to the normal renewal fee for that assessing officer (and any late payment penalty fee) to renew his or her certification. Should an assessing officer fail for any reason to complete the renewal requirements by March 1 following the end of the regular annual renewal program period, that assessing officer shall not be permitted to renew his or her certification in assessment administration. An assessing officer who failed to complete the renewal requirements by March 1 following the end of the regular annual renewal program period, must undergo the standard certification process to become certified again. The State Assessors Board may allow deviation from this policy/procedure for good cause as determined by the State Assessors Board.